

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION <b>Staff Information Systems Analyst (Spec)</b>		POSITION NUMBER <b>530-001-1312-001</b>	MCR <b>1</b>	RPA # <b>DSC 12-008</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE	DIVISION/SECTION <b>Performance &amp; Operations/Information Technology</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R01</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>John Ryan</b>	SUPERVISOR'S CLASSIFICATION <b>Program Manager II, CBDA</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Darby</b>			DATE	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: <b>Under general supervision, the incumbent reports to the Program Manager II in the Information Management &amp; Technology Division and functions as the Webmaster for the Delta Stewardship Council (DSC).</b>				
<b>DESCRIPTION OF DUTIES</b>				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
50% (E)	Provide overall technical support and maintenance for the department's Internet and Intranet environments. Develop and document system requirements; create and document system designs; write code and build new system features and enhancements; conduct system tests; and implement and deploy system features and enhancements. Utilize the enterprise on-line help ticket application to identify and assess customer requests for web site fixes, feature enhancements, and new feature development. Meet with system users to evaluate requests and review assessments resulting in recommendations to satisfy requests and resolve business issues. Work closely with staff to resolve Internet and Intranet problems and recommend ways to improve the overall user experiences for both the Internet and Intranet sites. Assist with content posting which may involve migrating and creating new web site content. Post updates to other state web sites if required.			
30% (E)	Keep current on emerging technology to maintain competency in the Intranet/Internet environments and recommend training as needed. Assist management with strategic Intranet/Internet planning including system capacity planning, database design, and application development innovations that should be considered. Conduct meetings with end-users as needed. Develop and maintain written documents to keep management informed of core workload and project status. Develop and maintain a cross-training plan for backup and succession planning.			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>John Ryan</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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15% (E)	<p>Ensure Intranet/Internet IT Policy is kept current with new technologies and State CIO policies. Develop and maintain web site processes and procedures. Assist staff with web related IT purchasing and resolve technical issues for integrating with existing systems.</p>			
5% (E)	<p>Establish procedures for technical support and user training, and monitor vendor performance as needed. Attend and lead the DSC's Web site forums.</p> <p><b>DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Microsoft Visual Studio, IIS, Crystal Reports, and Drupal CMS. Dreamweaver CS5 software, editing code developed in .Net, ASP, PHP, JavaScript, XML, XHTML, and CSS with knowledge of version control systems including SVN and Git. Familiarity with SQL server back-end databases, MySQL and the phpMyAdmin interface. Experience with cross browser and cross platform testing and exposure to emerging technologies including mobile platforms and social media.</li> <li>• Ability to perform responsible independent, technical and analytical work in planning and developing new computer applications and enhancements. Experience working with the Drupal CMS is critical and applicants must have a clear understanding of Drupal database schemas, module and theme development, upgrades and maintenance, best practices, methods, principles and the development life cycle. Applicant will be expected to be familiar with the Open Source community and available resources as they specifically relate to Drupal.</li> <li>• Strong understanding of color and typography in relations to web design. Complete web and print graphic design tasks that include using Adobe Photoshop, Illustrator, Fireworks, and InDesign software programs. Familiar with state and federal accessibility requirements and state E-services standards for website design and development.</li> <li>• Applicant must be able to communicate effectively with non-technical users, establish and maintain effective working relationships with project team members, vendors and personnel from federal, other state, and local government agencies. Must have experience presenting to groups and conducting group trainings, experience writing technical documents and documenting best practices for training materials in support of CMS education efforts. As the technical liaison to staff and management the applicant must be able to provide excellent customer service, answer questions, explain technical information, regulations and decisions in a clear and concise manner.</li> <li>• Ability to analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; to write basic programs and develop associated specifications, and prepare effective reports.</li> </ul>			

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	<ul style="list-style-type: none"> <li>Knowledge of IT purchasing; graphics; help desk; PC support; telecommunication; LAN; printer set up, space planning software, mandated IT reporting to State CIO.</li> </ul> <p><b>PERSONAL CHARACTERISTICS AND WORK ENVIRONMENT:</b></p> <ul style="list-style-type: none"> <li>Appropriate attire for professional office environment</li> <li>Ability to work productively in a demanding environment</li> <li>Strong customer service skills</li> <li>Willingness and ability to accept increasing responsibility and demonstrate capacity for development</li> <li>Manage multiple priorities effectively and meet deadlines</li> <li>Meet short processing times when necessary</li> <li>Handle varying and sometimes large workload volumes</li> <li>Ability to maintain calm during stressful situations</li> <li>Ability to effectively handle multiple tasks and changing priorities</li> </ul> <p><b>SUPERVISION RECEIVED</b></p> <p>General supervision from the Program Manager II in the Information Management and Technology Division.</p>			